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DENTAL ASSISTANT SPECIALTY

Volume 1. Basic Skills



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Qualification Training

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Volume 1, *Basic Skills*, Qualification Training Package (QTP) contains modules on basic clinical procedures, instrument sharpening, and dangerous materials and disposable sharps management. The QTPs are designed to enhance the 3-, 5- and 7-skill level OJT of dental assistant personnel. All eight QTPs are intended to be used by trainees, trainers, supervisors, and task certifiers. Before initiating any training you should review your responsibilities--as a supervisor/trainer--for conducting on-the-job training (OJT) per AFI 36-2201, *Developing, Managing, and Conducting Training*.

QTPs are designed to help you conduct and evaluate your field training. Once you begin upgrade training you are required to use the QTPs. QTPs provide continuity to the trainee's upgrade training and are divided into the following volumes: 1) *Basic Skills*; 2) *Clinical Skills - Radiology*; 3) *Clinical Skills - Chairside Assisting*; 4) *Clinical Skills - Preventive Dentistry*, 5) *Patient Administration*, 6) *Dental Data System*, 7) *Logistics Management*, and 8) *Clinic Management*. The QTP modules were written to assist you in preparing for and conducting training. You *must* use the QTP modules for training when either: 1) the STS task is a core task (minimum qualification for the specialty); or 2) you have identified the STS task as a requirement of the trainee's job. Each module segments the major tasks into teachable elements. Your goal is to provide enough training and guidance so trainees can do all task related steps, without assistance, while meeting local requirements for speed and accuracy. QTPs also aid OJT task certifiers in evaluating the trainees demonstrated performance. If you have local training requirements not covered by a QTP module you *should* develop "steps in performance" and "performance checklists" that support and standardize those tasks.

Accompanying each volume of QTPs is a *qualification training progress record*. This QTP record serves as a document to record the date the trainee completes each module. Individuals in qualification/upgrade training must have this QTP progress record filed in their OJT folder. Use and annotation of this progress record are similar to current OJT documentation. When *you* are satisfied the trainee meets standards, as prescribed in the QTP performance checklist, *you* must document and initial each task completion date in column 2B of the Specialty Training Standard (STS) and the "date completed" column in the QTP progress record. If a person is being recertified on a task that is supported by a QTP you must use that module to complete the recertification process.

Typically, you will manage each module by first, training the tasks and then, evaluating performance. Your local steps in performance may vary from the method listed in the QTP module. If this is the case, you are authorized to make changes to the first half of each module, (i.e. steps in task performance); however, the "performance checklist" is considered a *standard* and cannot be altered. You may train each QTP volume/module in any sequence; however, when conducting training use an organized and methodical approach. This will reduce your training time and enhance your efforts.

When beginning any training process you should first, review the procedures in each module with the trainee. Second, direct the trainee to review the training references listed to prepare for task performance. Third, go through the steps in task performance with the trainee, allowing enough time to adequately train each step (some modules may take longer to teach). Fourth, evaluate the trainees work at each critical step--using the performance checklist at this point will be helpful. Fifth, evaluate the trainee's performance and provide feedback on any areas for improvement. Finally, when the trainee has successfully completed the task you must document and initial both the STS and the QTP progress record. If the trainee does not accomplish the module, conduct follow-up instruction until the trainee successfully completes the task.

The QTP project goal of the 381 TRS/XWAA, Sheppard AFB TX, is to publish a useable document for trainers and trainees. You are encouraged to write-in changes or revisions to the QTPs. A corrections/improvements letter is located on the last page of each QTP volume.

The inclusion of names of any specific commercial product, commodity, or service in this publication is for informational purposes only and does not imply endorsement by the Air Force.

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MODULE 1-1 DENTAL EQUIPMENT USER MAINTENANCE

MODULE 1-1A CLEANING AMALGAM TRAPS

STS TASK REFERENCE:

1d(2)(a) Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

CDC 4Y051A

AFI 44-108, *Infection Control Program*

Year 2000 USAF Dental Infection Control Guidelines

Manufacturer's Instructions/Operation Manual

Modern Dental Assisting

Comprehensive Dental Hygiene Care

Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Cotton-Tipped Applicator

Dental Unit

Hazardous Waste Bag

Oral Evacuator Flushing Solution

Personal Protective Equipment (PPE)

STEPS IN TASK PERFORMANCE:

1. Don full PPE (gloves, safety glasses, and mask)
2. Flush oral evacuation system with approved solution
3. Remove cap from dental unit outlet port
4. Inspect amalgam trap for potentially infectious materials
5. Re-accomplish oral evacuator system flushing, if infectious materials are present
6. Remove amalgam trap
7. Remove excessive residue from trap walls using cotton-tipped applicators or spray from a 3-way syringe tip
8. Dispose of contaminated cleaning supplies IAW safety and infection control guidelines
9. Replace amalgam trap
10. Replace outlet port cap
11. Clean work area IAW infection control standards
12. Remove PPE to wash and dry hands

**MODULE 1-1A CLEANING AMALGAM TRAPS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Flush oral evacuation system prior to cleaning amalgam trap		
2. Inspect amalgam trap for potentially infectious materials		
3. Remove excess residue from trap		
4. Dispose of residue following safety and infection control procedures		
5. Clean work area IAW infection control guidelines		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-1B CLEANING STERILIZERS

STS TASK REFERENCE:

1d(2)(a) Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

CDC 4Y051A

AFI 44-108, *Infection Control Program*

Year 2000 USAF Dental Infection Control Guidelines

Manufacturer's Instructions/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Cleaning Solvent

Metal Polish

Non-abrasive Pad

Paper Towel

Personal Protective Equipment (PPE)

Sterilizer

Sterilizer Solution

STEPS IN TASK PERFORMANCE:

1. Inspect sterilizer housing, electrical cord, door, gaskets and hinges for disrepair
2. Initiate three (3) minute warming cycle, if sterilizer has not been operated
3. Remove all trays and racks to be cleaned individually
4. Allow previously operated sterilizer to cool until warm to the touch
5. Don PPE (gloves, mask, and safety glasses)
6. Use cleaning solvent IAW manufacturer's instructions
7. Clean sterilizer interior/door using non-abrasive pad until all surfaces are smooth to touch
8. Wipe all surfaces to remove residue
9. Leave sterilizer door slightly ajar
10. Allow sterilizer to air dry
11. Apply metal polish with unused paper towel
12. Wipe exterior of sterilizer thoroughly with metal polish
13. Secure sterilizer door after drying
14. Turn on sterilizer
15. Clean work area IAW infection control standards

**MODULE 1-1B CLEANING STERILIZERS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Inspect sterilizer for hazards and prepare unit for cleaning		
2. Clean interior and door using non-abrasive pad		
3. Clean exterior of sterilizer and work area IAW manufacturer's instructions		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



**MODULE 1-1C PERFORMING DAILY SAFETY AND OPERATIONS CHECK OF
DENTAL UNIT**

STS TASK REFERENCE:

1d(1) Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

CDC 4Y051A

Manufacturer's Instruction/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Unit Operating Manual

Dental Unit

STEPS IN TASK PERFORMANCE:

1. Check for leaking fluids
2. Inspect upholstery for tears or rips
3. Inspect electrical (cord) connections
4. Inspect air and water connections
5. Inspect all cords, cables, and hoses for cracks or crimped areas
6. Connect instruments or handpieces to dental equipment, as needed
7. Turn equipment power on
8. Compress button(s) and rheostat, to activate equipment, as required
9. Observe air pressure gauge
10. Observe water pressure gauge
11. Activate vacuum/suction functions
12. Activate light/illumination functions
13. Turn equipment power off
14. Report defective dental equipment to property custodian

**MODULE 1-1C PERFORMING DAILY SAFETY AND OPERATIONS CHECK OF DENTAL UNIT****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Check unit for defects and safety hazards		
2. Connect instruments or handpieces to dental equipment		
3. Activate chair movement, suction, and light functions		
4. Activate handpiece with rheostat		
5. Identify where to report defective equipment		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-1D REMOVING AND REPLACING THE DENTAL UNIT LIGHT BULB

STS TASK REFERENCE:

1d(2)(a) Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

CDC 4Y051A

Manufacturer's Instruction/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Unit

Dental Unit Operating Manual

Light Bulb

STEPS IN TASK PERFORMANCE:

1. Ensure dental light power is off and bulb is not hot
2. Remove lens cover and grasp bulb with napkin or towel
3. Remove replacement bulb from package; leave covering intact
4. Open covering to expose bulb prongs
5. Grasp bulb by covered glass end; do not touch glass with bare hands
6. Align bulb prongs with unit and place in receptacle
7. Remove remaining protective covering
8. Replace lens cover
9. Turn on light to test
10. Turn power off
11. Report to property custodian if light fails to work

**MODULE 1-1D REMOVING AND REPLACING THE DENTAL UNIT LIGHT BULB****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Ensure power to dental light is off		
2. Safely remove lens cover and defective bulb		
3. Place new bulb following manufacturer's instructions		
4. Replace lens cover before testing bulb		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-1E PERFORMING HANDPIECE USER MAINTENANCE

STS TASK REFERENCE:

1d(2)(a) Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

CDC 4Y051A

Manufacturer's Instructions/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Bur

Dental Handpiece

Handpiece Lubricant

Manufacturer's Instructions

Prophy Cup

Prophylaxis Attachment

STEPS IN TASK PERFORMANCE:

1. Review equipment operating manual prior to lubricating the handpiece
2. Disassemble slow speed handpiece with prophy angle; lubricate IAW manufacturer's guidance
3. Reassemble handpiece and prophy angle after lubrication
4. Attach handpiece to proper airline
5. Put handpiece in forward rotation, if required
6. Load bur or prophy cup onto handpiece
7. Depress rheostat, run handpiece IAW manufacturer's instructions
8. Remove excess lubricant with a paper towel
9. Remove bur or prophy cup from handpiece(s)
10. Prepare handpiece for sterilization

**MODULE 1-1E PERFORMING HANDPIECE USER MAINTENANCE****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Disassemble handpiece and prophyl angle IAW manufacturer's instructions		
2. Lubricate handpiece IAW manufacturer's directions		
3. Assemble handpiece and attach to proper airline		
4. Place bur or prophyl cup in handpiece(s)		
5. Depress rheostat, run handpiece IAW manufacturer's instructions, remove excess lubricant		
6. Remove bur or prophyl cup from handpiece(s)		
7. Prepare handpiece for sterilization		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-1F PERFORMING AUTOMATIC FILM PROCESSOR USER MAINTENANCE

STS TASK REFERENCE:

1d(2)(a) Perform user maintenance such as inspect, clean and lubricate

TRAINING REFERENCES:

CDC 4Y051B

Manufacturer's Instructions/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Automatic Film Processor

Chemical Developer & Fixer Cleaner

Chemical Starter (if required)

Damp Cloth

Developing Solution

Fixing Solution

Manufacturer's Instructions

Operating Manual

Panographic Film

Reservoir

Personal Protective Equipment (PPE):

Heavy Duty Utility Gloves

Apron (Impervious to fluids)

Eye Protection

Soft Bristle Brush

Step Wedge or Sensitometer

Towels

**STEPS IN TASK PERFORMANCE:**

1. Review manufacturer's instructions/operating manuals
2. Don PPE (gloves, glasses, and apron)
3. Turn power off to processor
4. Drain fixer, developer, and water from unit
5. After draining the processor, fill all reservoirs with water
6. Close the unit and turn the power on
7. Run the unit for 10 minutes (or IAW manufacturer's instruction)
8. Turn power off
9. Drain the water from the processor
10. Remove all rollers; place in separate sinks/tubs filled with water and recommended cleaning solution
11. Clean the rollers with a soft bristled brush
12. Rinse rollers with water to remove any cleaning solution
13. Place rollers on clean towels to dry
14. Wipe residue from processor reservoirs with a clean towel
15. Place rollers in correct reservoirs of the processor; ensure they're seated properly
16. Fill the processor with chemicals IAW manufacturer's instructions
17. Turn on the power
18. Process an exposed extraoral film/roller transport clean-up sheet twice to remove remaining residue
19. Clean external surfaces of the processor with a damp towel
20. Perform a quality control check (stepwedge/sensitometer)
21. **DO NOT** develop patient xrays unless the processor is functioning properly



MODULE 1-1F PERFORMING AUTOMATIC FILM PROCESSOR USER MAINTENANCE

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Wear appropriate PPE		
2. Perform draining and rinsing procedures		
3. Clean rollers IAW manufacturer's instructions		
4. Place rollers back into processor		
5. Correctly replace processor chemicals		
6. Clean work area IAW safety guidelines		
7. Perform quality control check		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-2 PRACTICING CLINICAL HYGIENE****MODULE 1-2A DISINFECTING, PLACING, AND REMOVING INFECTION CONTROL BARRIERS****STS TASK REFERENCES:**

5d(1)	Practice aseptic techniques	5d(2)(a)	DTR setup
5f(2)	Prepare disinfectants	5d(2)(b)	DTR breakdown
5f(4)	Perform disinfection procedures		

TRAINING REFERENCES:

CDC 4Y051A
AFI 44-108, *Infection Control Program*
Year 2000 USAF Dental Infection Control Guidelines
Modern Dental Assisting
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Disinfectant Solution
Infection Control Barrier Materials
Personal Protective Equipment (PPE)

STEPS IN TASK PERFORMANCE:**PRE-OP SET-UP**

1. Put on appropriate Personal Protective Equipment (mask, gloves, safety glasses)
2. Prepare disinfectant IAW manufacturer's instructions
3. Apply disinfectant to potentially contaminated area(s); ensure compliance with manufacturer recommended contact time
4. Avoid the use of spray bottles that generate mists or aerosols; dispensers generating streams or droplets reduce risks to eyes, skin, and respiratory system
5. Dry disinfected area thoroughly following contact time
6. Protect areas from blood contamination by placing barriers, i.e. light handles, x-ray tubeheads

POST-OP BREAK DOWN

1. Remove contaminated barrier material while gloved
2. Discard contaminated barrier materials in appropriate Biohazard waste container
3. Inspect equipment surface for visible contaminants
4. Disinfect surfaces between patients when the integrity of physical barriers has been compromised
5. Take off and discard contaminated gloves in appropriate Biohazard waste container

**MODULE 1-2A DISINFECTING, PLACING, AND REMOVING INFECTION CONTROL BARRIERS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
Pre-op set-up		
1. Put on appropriate PPE		
2. Prepare disinfectant IAW manufacturer's instructions		
3. Apply disinfectant to potentially contaminated areas		
4. Dry areas thoroughly after contact time		
5. Place barrier on appropriate equipment/areas		
Post-op procedure		
1. Remove and dispose of contaminated barrier IAW infection control standards		
2. Inspect surfaces for contaminants and disinfect those areas		
3. Remove and dispose of contaminated gloves IAW infection control standards		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-2B FLUSHING ORAL EVACUATOR SYSTEMS****STS TASK REFERENCE:**

5d(2)(b) DTR breakdown

TRAINING REFERENCES:

CDC 4Y051A

AFI 44-108, *Infection Control Program*

Year 2000 USAF Dental Infection Control Guidelines

Modern Dental Assisting

Comprehensive Dental Hygiene Care

Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Cleaning Solution with Manufacturer's

Instructions

High-pressure Hoses

Paper Towels

Saliva Ejector

Sink or Reservoir

STEPS IN TASK PERFORMANCE:

1. Ensure all dental procedures have been completed for the day
2. Fill dental treatment room (DTR) sink or reservoir with warm water
3. Add evacuator system cleaning solution IAW manufacturer's instructions
4. Place saliva ejector and high-pressure hoses in prepared solution
5. Use hoses with the saliva ejector and high volume evacuation to drain the sink
6. Wipe hoses dry with paper towel
7. Rinse sink or reservoir with water to remove cleaner residue

**MODULE 1-2B FLUSHING ORAL EVACUATOR SYSTEMS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Obtain solution for cleaning evacuation system		
2. Drain solution from sink with saliva ejector and high volume evacuation hoses		
3. Wipe hoses dry with paper towel		
4. Clean work area when finished		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-2C PERFORMING HANDWASHING TECHNIQUES IN PREPARATION FOR NON-SURGICAL DENTAL PROCEDURES

STS TASK REFERENCE:

5d(1) Practice aseptic techniques

TRAINING REFERENCES:

CDC 4Y051A

AFI 44-108, *Infection Control Program*

Year 2000 Dental Infection Control Guidelines

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Anti-Microbial Soap

Paper Towel

Water

STEPS IN TASK PERFORMANCE:

1. Remove jewelry and clean fingernails
2. Wet hands under running water
3. Apply anti-microbial soap
4. Lather hands IAW manufacturer recommended time
5. Rinse hands under running water
6. Dry hands and work towards forearms using paper towels
7. Turn water supply off using paper towel or other barrier



**MODULE 1-2C PERFORMING HANDWASHING TECHNIQUES IN PREPARATION FOR
NON-SURGICAL DENTAL PROCEDURES**

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Remove jewelry and clean fingernails		
2. Wash hands thoroughly IAW infection control guidelines		
3. Continue washing for recommended time IAW manufacturer's guidelines		
4. Rinse and dry hands thoroughly		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-3 PERFORMING STERILIZATION PROCEDURES****MODULE 1-3A CLEANING AND PREPARING INSTRUMENTS FOR STERILIZATION****MODULE 1-3A1 DECONTAMINATING INSTRUMENTS MANUALLY****STS TASK REFERENCE:**

5e(4) Perform sterilization procedures

TRAINING REFERENCES:

CDC 4Y051A

Year 2000 USAF Dental Infection Control Guidelines

Modern Dental Assisting

Comprehensive Dental Hygiene Care

Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Disinfectant Solution or Enzyme Cleaner

Heavy Rubber Gloves

Instruments

Personal Protective Equipment (PPE)

Long Handled Scrub Brush

Sink

Storage Container

Hand Towels (clean)

Transport Container

**STEPS IN TASK PERFORMANCE:**

1. Wear personal protective equipment when handling contaminated equipment
2. Place contaminated instruments that cannot be immediately decontaminated in storage container filled with enough disinfectant solution or enzyme cleaner to cover instruments
3. Perform manual instrument decontamination in a sink outside of the DTR, if no other alternative exists
4. Place contaminated instruments into transport container
5. Transport contaminated instruments to substerile processing area
6. Fill the sink with enough warm water to allow the manual scrubbing to be accomplished under water; this will eliminate the generation of contaminated spatter
7. Put on heavy rubber gloves
8. Place contaminated instruments into the sink
9. Scrub and rinse 1-2 instruments at a time
10. Place instruments on a clean towel
11. Remove PPE, disinfect heavy rubber gloves
12. Inspect instruments for residual debris, repeat Step 9 if necessary
13. Allow instruments to air dry or pat with a thick layer of towels

**MODULE 1-3A1 DECONTAMINATING INSTRUMENTS MANUALLY****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Store or transport contaminated instruments in appropriate container		
2. Wear required PPE during manual scrubbing (heavy rubber gloves, mask, glasses)		
3. Perform manual scrubbing		
4. Inspect instruments for cleanliness		
5. Air dry or pat instruments with a thick layer of towels		
6. Remove PPE and disinfect heavy rubber gloves		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-3A2 DECONTAMINATING INSTRUMENTS USING THE ULTRASONIC CLEANER

STS TASK REFERENCE:

5e(4) Perform sterilization procedures

TRAINING REFERENCES:

CDC 4Y051A

AFI 44-108, *Infection Control Program*

Year 2000 USAF Dental Infection Control Guidelines

Modern Dental Assisting

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EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Disinfectant Solution or Enzyme Cleaner

Heavy Rubber Gloves

Instruments

Manufacturer's Instructions

Personal Protective Equipment (PPE)

Storage Container - Rigid & Leakproof

Towels (clean)

Transport Container - Rigid, Leakproof, red in color or affixed with a biohazard label

Ultrasonic Cleaner

Ultrasonic Cleaner Solution

**STEPS IN TASK PERFORMANCE:**

1. Wear PPE and heavy rubber gloves when handling contaminated instruments
2. Place contaminated instruments that cannot be immediately decontaminated in storage container filled with enough disinfectant solution or enzyme cleaner to cover instruments
3. Locate ultrasonic cleaners outside of the DTR, if possible
4. If decontamination must be performed within the DTR, use a covered ultrasonic cleaner
5. Place contaminated instruments into transport container
6. Transport contaminated instruments to substerile processing area
7. Review manufacturer's instructions for ultrasonic cleaner operation
8. Fill cleaner IAW manufacturer's instructions
9. Place instruments in ultrasonic cleaner basket within tank
 - a. Never place instruments directly on the bottom of the tank
 - b. Change cleaning solutions daily or when visibly contaminated
 - c. Avoid using plain water, disinfectants, nonultrasonic soaps or detergents
10. Clean instruments for five minutes in ultrasonic cleaner (unless a longer time is specified by the manufacturer)
11. Remove basket from ultrasonic cleaner, rinse instruments in basket under running water
12. Empty instruments onto a towel (**DO NOT** reach into the ultrasonic to retrieve instruments)
13. Air dry or pat instruments dry with a thick layer of towels
14. Inspect instruments for residual debris, repeat Steps 9-12 as needed



MODULE 1-3A2 DECONTAMINATING INSTRUMENTS USING THE ULTRASONIC CLEANER

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Store or transport contaminated instruments in appropriate container		
2. Fill ultrasonic cleaner IAW manufacturer's instruction		
3. Place instruments in ultrasonic cleaner, and run IAW manufacturer's instructions		
4. Remove instruments from ultrasonic cleaner and rinse IAW clinic infection control policies		
5. Dry instruments IAW clinic infection control policies		
6. Inspect instruments for cleanliness		
7. Identify steps for removal of residual debris on instruments		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-3A3 PREPARING INSTRUMENTS FOR STERILIZATION

STS TASK REFERENCE:

5e(4) Perform sterilization procedures

TRAINING REFERENCES:

CDC 4Y051A

AFI 44-108, *Infection Control Program*

Year 2000 USAF Dental Infection Control Guidelines

Modern Dental Assisting

Comprehensive Dental Hygiene Care

Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Instruments

Heat Sealing Unit

Personal Protective Equipment

Sterilization Bags

Sterilization Indicator Device

Sterilizer

Sterilizer Solution

Wrapping Material

STEPS IN TASK PERFORMANCE:

1. Ensure instruments are clean and dry
2. Determine type or size of wrapping material for specific instruments (wraps, sterilization bags)
3. Select sterilization process indicator specifically designed for the sterilization process that will be used
4. Open or disassemble hinged/complex instruments to permit exposure to sterilizing agents
5. Wrap or bag instruments (double wrap trays, heat seal sterilization bag)
6. Write sterilization information in pencil on external indicator (tape/seal)
 - a. Sterilizer identification number
 - b. Load number, if applicable
 - c. Contents of package (i.e., perio or endo)
 - d. Initials of packer
 - e. Date of expiration when using date-related packaging or
 - f. Date sterilized when using event-related sterilization

**MODULE 1-3A3 PREPARING INSTRUMENTS FOR STERILIZATION****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Verify instruments were clean and dry prior to packaging		
2. Select packaging material appropriate to size and shape of instruments		
3. Open or disassemble hinged/complex instruments		
4. Select and place internal sterilization indicator		
5. Wrap or bag instruments IAW infection control standards		
6. Annotate required information on exterior of package with pencil		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-3B PERFORMING STERILIZATION PROCEDURES****STS TASK REFERENCE:**

5e(4) Perform sterilization procedures

TRAINING REFERENCES:

CDC 4Y051A

AFI 44-108, *Infection Control Program*

Year 2000 USAF Dental Infection Control Guidelines

Modern Dental Assisting

Comprehensive Dental Hygiene Care

Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Sterilization Indicator Device

Sterilizer

Sterilizer Solution

STEPS IN TASK PERFORMANCE:

1. Select the method of sterilization compatible with the items to be sterilized. Some items that will tolerate steam sterilization may be damaged by dry heat or chemical vapor
2. Ensure sterilization process indicators are visible on each package
3. Load packages loosely in sterilization tray. DO NOT OVERLOAD
4. Place tray into sterilizer chamber and latch chamber door
5. Initiate sterilization procedure IAW manufacturer's instructions
6. Remove sterilization tray immediately upon completion of sterilization cycle
7. Allow sterilization tray to cool to room temperature
8. Inspect sterilization process indicators and sterilization pack integrity
9. Place sterile dental instruments in storage area

**MODULE 1-3B PERFORMING STERILIZATION PROCEDURES****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Ensure sterilization process indicators are visible on each package		
2. Load packages loosely in sterilization tray		
3. Sterilize packages IAW manufacturer's instructions		
4. Remove sterilization tray upon completion of sterilization cycle		
5. Inspect sterilization process indicators and sterilization pack integrity		
6. Identify procedure if indicator is invalid or pack integrity is compromised		
7. Place sterilized dental instruments in storage area		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-3C PERFORMING STERILIZATION TESTING PROCEDURES

STS TASK REFERENCE:

5e(3) Perform sterilizer monitoring

TRAINING REFERENCE(S):

CDC 4Y051A

AFI 44-108, *Infection Control Program*

AFI 47-101, *Managing Air Force Dental Services*

Year 2000 USAF Dental Infection Control Guidelines

Manufacturer's Instructions

Local Instructions

Dental Investigative Service (DIS)

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Biological Spore Monitors

Incubator

Sterilization log book

Sterilizer

STEPS IN TASK PERFORMANCE:

1. Select biological spore monitor (indicator) appropriate for the sterilization process being monitored
2. Ensure sterilizer reaches operating temperature
3. Prepare the indicator prior to placement
4. Place indicator inside sterilizer where it will be least accessible to the sterilizing agent, usually within an instrument pack located in the **lower front** of the sterilization chamber in sterilizers using steam generators (larger capacity built-in equipment) **or** the **center of the load** for table top devices
5. Initiate sterilization cycle
6. Remove test pack upon completion of cycle, prepare indicator for incubation
7. Incubate test pack IAW manufacturer's instructions
8. Record incubation results in sterilization log
9. Notify infection control officer of any positive (non-sterile) readings
10. Recall all instrument packs sterilized in suspect sterilizer since last negative reading
11. Remove suspect sterilizer from use
12. Turn in faulty sterilizer to dental logistics



MODULE 1-3C PERFORMING STERILIZATION TESTING PROCEDURES

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Prepare test control indicator prior to placement		
2. Place the indicator in the proper position within the sterilizer		
3. Remove test pack upon completion of cycle, prepare indicator for incubation		
4. Incubate test pack IAW manufacturer's instructions		
5. Record incubation results in sterilization log		
6. Identity steps if there are positive (non-sterile) readings		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-4 EVALUATING PATIENTS FOR CONTRAINDICATIONS

STS TASK REFERENCES:

- 7c(1) Review patient record
- 7c(3) Establish rapport with patient
- 7c(5)(b) Interview patient
- 7c(5)(a) Perform hypertension screening
- 7c(5)(c) Observe patient response

TRAINING REFERENCES:

CDC 4Y051A
The Dental Assistant
Modern Dental Assisting
Comprehensive Dental Hygiene Care
Essentials of Clinical Dental Assisting
Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Alcohol Pads
AF Form 644, Record of Dental Attendance
Current and Past AF Forms 696, Dental Patient
Medical History
Dental Health Record
Ink Pen
Sphygmomanometer with gauge (BP Cuff)
Stethoscope



STEPS IN TASK PERFORMANCE:

1. Retrieve patient's dental health record
2. Review patient's current and past AF Forms 696 for positive entries
3. Take and record patient's blood pressure on appropriate forms
4. If patient's blood pressure is above the normal range (140/90), retake after 5 to 10 minutes
5. If the patient's final reading is abnormal, consult with a dentist
6. Establish rapport with patient while discussing the current AF Form 696 with the patient
7. Ask patient if there are any changes to their health history
8. Develop all "yes" answers from AF Form 696 to full clarification
9. Review conditions requiring special attention (cardiac, diabetes, rheumatic fever, etc.)
10. Review conditions requiring pre-medication
11. Verify pre-medication and annotate on AF Form 644, if required
12. Question patient on location of emergency medication, if required
13. Advise dentist prior to treatment of any positive entries or changes to the patient's medical health history

**MODULE 1-4 EVALUATING PATIENTS FOR CONTRAINDICATIONS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Review past and current AF Form 696s for positive entries		
2. Take and record (on AF Form 696 and 644) the patient's blood pressure		
3. Identify steps for patient with abnormal blood pressure readings		
4. Identify items that should be discussed with patient on the AF Form 696		
5. Identify steps for patient's requiring pre-medication		
6. Identify conditions requiring patient access to emergency medication and where medications should be placed		
7. Advise dentist of positive entries or changes to the patient's medical health history prior to treatment		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-5 ASSEMBLING AND DISASSEMBLING THE ANESTHETIC SYRINGE

STS TASK REFERENCE:

7c(2)(b) Assemble/disassemble anesthetic syringe

TRAINING REFERENCES:

CDC 4Y051A

The Dental Assistant

Modern Dental Assisting

Comprehensive Dental Hygiene Care

Essentials of Clinical Dental Assisting

Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Anesthetic Carpule

Sterile Aspirating Syringe

Sealed Disposable Needle

Personal Protective Equipment (PPE)

Sharps Container

Towel

**STEPS IN TASK PERFORMANCE:****ASSEMBLING THE SYRINGE**

1. Gather required equipment and supplies
2. Don PPE
3. Remove syringe from sterile packaging without contaminating
4. Inspect anesthetic carpule for cracks or suspended particles, and expiration date, replace if needed
5. Hold syringe in one hand, and use the thumb ring to pull back the plunger
6. Insert carpule, rubber stopper end first, into syringe chamber with the other hand
7. Release the thumb ring to allow the harpoon to engage into the stopper
8. Use other hand to apply firm pressure (tapping the plunger handle if needed) until the harpoon is engaged into the stopper (face syringe away from face when engaging harpoon)
9. Ensure harpoon is engaged securely by gently pulling harpoon
10. Remove protective cap from needle base
11. Screw the needle into position on the syringe; ensure needle is straight and securely attached
12. Place syringe on work surface
13. Cover syringe to restrict patient view

DISASSEMBLING THE SYRINGE

1. Ensure dentist has securely recapped needle before attempting disassembly
2. Disassemble in a non-traffic area
3. Pull back syringe plunger until carpule is released from harpoon
4. Hold plunger in place using one hand
5. Carefully remove carpule from syringe
6. Use cotton forceps or hemostat to remove rubber stopper, if required
7. Discard carpule in sharps container
8. Grasp needle base firmly with thumb and index finger
9. Grasp syringe body firmly at syringe head
10. Unscrew needle until loose from syringe body
11. If cap separates from needle before fully removed, recap using the one-handed scoop technique or a recapping device
12. Separate needle and syringe slowly with outward motion away from body
13. Discard needle assembly in sharps container; if the needle get stuck at the top, use cotton pliers to push into the container

**MODULE 1-5 ASSEMBLING AND DISASSEMBLING THE ANESTHETIC SYRINGE****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
ASSEMBLING THE SYRINGE		
1. Inspect carpule and place in syringe chamber		
2. Seat harpoon into rubber stopper		
3. Attach sterile needle to syringe safely		
DISASSEMBLING THE SYRINGE		
1. Remove carpule from syringe safely		
2. Remove needle assembly from syringe safely		
3. Dispose of carpule and needle assembly in sharps container		

FEEDBACK

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-6 PREPARING THE MATRIX

STS TASK REFERENCE:

7c(2)(c) Assemble matrix

TRAINING REFERENCES:

CDC 4Y051A

The Dental Assistant

Modern Dental Assisting

Essentials of Clinical Dental Assisting

Manufacturer's Instructions

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Matrix Band

Personal Protective Equipment (PPE)

Tofflemire Retainer

STEPS IN TASK PERFORMANCE:

1. Gather required equipment and supplies
2. Turn retainer's outer knob until end of spindle is visible and away from the diagonal slot in the vise
3. Turn inner knob until the vise moves next to the guide slots
4. Bring ends of the band together to identify the occlusal and gingival aspects of the matrix band (occlusal has larger circumference)
5. With the diagonal slot facing toward you, slide joined ends, occlusal edge of band first, into the diagonal slot on the vice. Avoid creasing the band
6. Guide the band between the correct guide slots
7. Turn outer knob clockwise to tighten the band in the vise
8. Turning the inner knob will adjust the size (diameter) of the loop
9. Place assembled retainer on treatment tray



MODULE 1-6 PREPARING THE MATRIX

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Place matrix band in tofflemire retainer		
2. Adjust band on retainer to match specified tooth location		
3. Secure matrix band in place		

FEEDBACK

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-7 PERFORMING FOUR-HANDED DENTISTRY TECHNIQUES

STS TASK REFERENCE:

7c(7) Perform four-handed dentistry techniques

TRAINING REFERENCES:

CDC 4Y051A

The Dental Assistant

Modern Dental Assisting

Essentials of Clinical Dental Assisting

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

DTR

Instrument

Provider

STEPS IN TASK PERFORMANCE:

1. Gather required materials
2. Grasp instrument at end of handle or opposite of working end; use thumb, index and middle fingers
3. Anticipate and recognize transfer signal; hold instrument 8-10 inches from dentist in transfer zone
4. Pass and receive instrument in the transfer zone; position instrument firmly into the operator's grasp
5. Place instrument in working position
6. Retrieve instrument from provider; extend last two fingers then grasp instrument near the end opposite of the working end being exchanged
7. When suction is necessary, grasp suction tip with "thumb to nose" or "modified pen" grasp
8. Place suction tip adjacent to tooth being treated

**MODULE 1-7 PERFORMING FOUR-HANDED DENTISTRY TECHNIQUES****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Grasp instrument opposite of working end		
2. Anticipate and recognize signal from provider for exchange		
3. Pass and receive instrument from provider firmly, observe safety practices		
4. Place instrument in provider's hand in working position		
5. Grasp suction tip with "thumb to nose" or "modified pen" grasp		
6. Place suction tip adjacent to tooth being treated		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-8 PREPARING, PLACING AND REMOVING THE RUBBER DAM

STS TASK REFERENCES:

- 7c(8)(a) Prepare rubber dam
- 7c(8)(b) Assist in placement of rubber dam
- 7c(8)(c) Assist in removal of rubber dam

TRAINING REFERENCES:

CDC 4Y051A
The Dental Assistant
Modern Dental Assisting
Comprehensive Dental Hygiene Care
Essentials of Clinical Dental Assisting
Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Floss
Personal Protective Equipment (PPE)
Plastic Bag or Wrapping
Rubber Dam
Rubber Dam Clamp Forceps
Rubber Dam Clamps
Rubber Dam Frame
Rubber Dam Lubricant
Rubber Dam Punch
Scissors



STEPS IN TASK PERFORMANCE:

PREPARE AND PLACE RUBBER DAM

1. Consult with provider or review dental record for location of teeth to be treated
2. Pass floss to provider to check contact areas to be isolated
3. Select appropriate clamp
4. Attach a floss ligature to bow of the clamp
5. Place the clamp on rubber dam forceps with the bow outward
6. Apply slight tension to forceps handles to lock in open position
7. Place forceps treatment tray
8. Punch correlating holes for teeth to be treated
9. Place lubricant on rubber dam, if requested by the dentist
10. Place rubber dam on frame
11. Pass forceps with clamp opening pointed toward teeth to be isolated
12. Hold ligature securely until the clamp has been placed and stabilized
13. Place rubber dam over clamp, if requested
14. Retrieve another piece of floss to invert dam between contacts of exposed teeth
15. Secure the ligature to the rubber dam frame

REMOVING THE RUBBER DAM

1. Release floss from rubber dam frame
2. Pass scissors to provider
3. While provider cuts septa, assistant holds margins of the dam
4. Retrieve scissors from provider
5. Transfer clamp forceps to provider for clamp removal
6. Retrieve clamp forceps from provider
7. Retrieve rubber dam and frame from provider
8. Wipe patient's mouth, lips, and chin free of moisture
9. Inspect rubber dam to ensure entire rubber dam has been removed
10. Notify provider of missing pieces, and pass floss for removal
11. Pass explorer for provider to perform an inspection of oral cavity

**MODULE 1-8 PREPARING, PLACING AND REMOVING THE RUBBER DAM****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
Prepare and place Rubber Dam		
1. Select and place appropriate clamp on forceps		
2. Attach ligature to clamp prior to passing		
3. Punch correlating holes for teeth to be treated		
4. Place the rubber dam on the frame		
5. Assist the provider in placing the clamp		
6. Floss between contacts of exposed teeth		
Removing the Rubber Dam		
1. Assist in removal of the rubber dam frame and clamp		
2. Cut the rubber dam between contacts		
3. Inspect for any missing pieces from rubber dam		

FEEDBACK

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-9 MAINTAINING THE TREATMENT SITE

STS TASK REFERENCES:

- 7c(9) Retract tissue
- 7c(10) Irrigate and aspirate the treatment site

TRAINING REFERENCES:

CDC 4Y051A
The Dental Assistant
Modern Dental Assisting
Essentials of Clinical Dental Assisting

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

30cc Syringe
Basin
Blunt-Tip Needle
Sterile Cup
High-Volume Suction Tip
High-Volume Suction Unit
Mouth Mirror
Personal Protective Equipment (PPE)
Retractor
Saliva Ejector
Sterile Saline Solution
Three-way (Water/Air) Syringe

**STEPS IN TASK PERFORMANCE:**

1. Gather equipment and supplies
2. Prepare three-way syringe (water/air); 30cc syringe with blunt tip bent at forty-five (45) degree angle filled with sterile saline solution for surgical procedures
3. Place reload basin or cup and extra bottle of sterile saline solution adjacent to dental chair
4. Use appropriate instruments to retract tissue for an unobstructed view of treatment site; do not allow suction apparatus to interfere with view
5. Carefully retract tissue to prevent injuring patient
6. Place saliva ejector or high-volume suction tip approximately one tooth-length from irrigation site
7. Hold suction tip with “thumb to nose” or “modified pen” grasp
8. Direct air/water or 30cc syringe tip toward treatment area
9. Hold syringe one-half inch from treatment site and suction
10. Maintain clear field of operation by irrigating and aspirating fluids and debris
11. Reload 30cc syringe immediately from sterile basin or cup, if required
12. Repeat irrigation and aspiration procedures, as needed

**MODULE 1-9 MAINTAINING THE TREATMENT SITE****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Retract tissue with appropriate instrument		
2. Retract tissue to maintain a clear field without injuring patient		
3. Provide an unobstructed view of the treatment site		
4. Direct the air/water tip towards the treatment area		
5. Repeat irrigation and aspiration procedures, as needed		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-10 MAINTAINING MATERIALS AND INSTRUMENTS IN THE DTR****MODULE 1-10A ENSURING CURRENCY OF DATED ITEMS****STS TASK REFERENCES:**

- 7c(12) Maintain DTR supply levels
- 7c(13) Ensure currency of dated items

TRAINING REFERENCES:

CDC 4Y051A
AFI 47-101, *Managing Air Force Dental Services*
AFM 67-1, Vol 5, *Air Force Medical Materiel Management System -- General*
AFM 167-230, *Medical Logistics System (MEDLOG); I008/AJ Users Manual*
Manufacturer's Instructions

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Instruments/Materials
Inspection Schedule

STEPS IN TASK PERFORMANCE:

1. Inspect items to determine expiration dates
2. Discard or recycle all items that will expire prior to next scheduled inspection date
3. Discard or recycle all items with expired dates
4. Collate all items by ascending expiration date

**MODULE 1-10A ENSURING CURRENCY OF DATED ITEMS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Identify location of expiration dates on sterile instruments and materials		
2. Identify procedures to follow when expired items are found		
3. Arrange instruments/materials by ascending expiration date		
4. Identify local policies for discarding expired medications		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-10B MAINTAINING SUPPLY LEVELS OF MATERIALS AND INSTRUMENTS IN THE DTR

STS TASK REFERENCE:

7c(12) Maintain DTR supply levels

TRAINING REFERENCES:

CDC 4Y051A
Clinic Operating Instruction
Dental Management Guide
AFI 47-101, *Managing Air Force Dental Services*
AFM 67-1, Vol 5, *Air Force Medical Materiel Management System -- General*
AFM 167-230, *Medical Logistics System (MEDLOG); I008/AJ Users Manual*
Manufacturer's Instructions
Medical Logistics Customer Guide

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Local Supply Request Form
Appointment schedule

STEPS IN TASK PERFORMANCE:

1. Establish dentist utilization levels
2. Inventory DTR supplies
3. Ensure adequate supply level for one-week operation
4. Complete local supply request form
5. Forward completed order forms to dental supply
6. Pick up or receive requested supplies
7. Review returned supply listing to confirm supply receipt or backorder status
8. Pick up or receive backordered supplies from dental supply upon notification



**MODULE 1-10B MAINTAINING SUPPLY LEVELS OF MATERIALS AND INSTRUMENTS
IN THE DTR**

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Inventory DTR supplies for current supply levels		
2. Establish supply level IAW clinic policies		
3. Complete and turn in local supply request form		
4. Pick up or receive supplies and inventory supplies received		
5. Annotate backordered supply items on request form		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-11 LABORATORY PROCEDURES****MODULE 1-11A MAKING PRELIMINARY IMPRESSIONS****STS TASK REFERENCES:**

- 7b(7) Prepare alginate impression materials
- 7c(14) Make preliminary alginate impressions

TRAINING REFERENCES:

- CDC 4Y051A
- The Dental Assistant*
- Modern Dental Assisting*
- Essentials of Clinical Dental Assisting*
- Manufacturer's Instructions
- Year 2000 USAF Infection Control Guidelines

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

- Alginate Impression Material
- DD Form 2322, Dental Laboratory Work Authorization
- Disinfectant
- Identification tags
- Impression Trays (assorted sizes)
- Plastic Dental Bags (2)
- Rubber Mixing Bowl
- Saliva Ejector
- Spatula
- Tray Adhesive
- Water

**STEPS IN TASK PERFORMANCE:**

1. Gather required equipment and supplies
2. Annotate identification tags and DD Form 2322 with patient information
3. Instruct patient to remove any removable appliances, if required
4. Place patient in upright position for impression
5. Brief patient on procedure, i.e. breathing, gagging, etc.
6. Select appropriate size and try-in tray
7. Apply tray adhesive to interior of tray
8. Measure alginate material and room temperature water IAW manufacturer's instructions
9. Use water at temperature level inversely related to impression set time (example: warm water for shorter set)
10. Mix impression material and water to thickened consistency in rubber mixing bowl
11. Load impression material into tray from center to outside edges using spatula
12. Remove excess material from tray using spatula
13. Center front of tray on patient's anterior teeth
14. Seat tray by applying equal pressure
15. Hold tray in place by hand
16. Allow impression material to set IAW manufacturer's instructions; depress material with finger to test
17. Place saliva ejector in patient's mouth to suction out excess saliva
18. Remove tray from patient's mouth avoiding distortion (pull down front, then rear of tray)
19. Rinse and clean impression with a sprinkling of dental stone under water
20. Spray (avoid mist) impression with disinfectant
21. Place in plastic dental bag with identification tag
22. Forward impressions to dental laboratory with completed DD Form 2322
23. Inform lab of disinfectant time

**MODULE 1-11A MAKING PRELIMINARY IMPRESSIONS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Annotate identification tags and DD Form 2322 with patient information		
2. Instruct patient to remove any removable appliances		
3. Select appropriate size and try-in tray		
4. Apply tray adhesive to interior of tray		
5. Measure alginate material and water IAW manufacturer's instructions		
6. Mix impression material and water to correct consistency		
7. Load impression material into tray		
8. Insert impression tray		
9. Allow impression material to set IAW manufacturer's instructions		
10. Remove tray from patient's mouth avoiding distortion		
11. Prepare impression to take to lab IAW infection control policies		
12. Forward labeled impressions to dental laboratory with completed DD Form 2322		
13. Notify dental laboratory personnel of disinfection start time		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-11B POUR, TRIM AND POLISH DIAGNOSTIC CASTS****STS TASK REFERENCES:**

7c(15) Pour, trim and polish study casts

TRAINING REFERENCES:

CDC 4Y051A

Modern Dental Assistant

AFP 162-6, Vols 2 & 3 *Dental Laboratory Technology* (AFPAM 41-104, pending)

EVALUATION INSTRUCTIONS:

Demonstrate how to pour, trim and polish diagnostic a maxillary and mandibular cast using the two-step method. Have the trainee pour, trim diagnostic casts, and suggest ways to improve performance. After ensuring the trainee has received sufficient practice, evaluate their abilities using the performance checklist.

PERFORMANCE RESOURCES:

Disinfected Alginate Impressions

Balance Scale

Model Trimmer

Vac-U-Vestor

Vibrator

Disinfection Solution

Personal Protective Equipment

Distilled Water

Dry Cloth, Paper Towels or Chamois

Type III Dental Stone

Graduated cylinder

Saturated dihydrate solution (SDS)

Spatula

Towel or oil-free Air Source

4x4 Sheet of Plastic

Indelible Ink Marker

Mixing Bowl

Liquid Soap

STEPS IN TASK PERFORMANCE:

1. Gather necessary materials
2. Suspend impressions by handles to prevent distortion
3. Rinse impression under low pressure running tap water
4. Shake excess water off
5. Measure distilled water
6. Weigh stone
7. Incorporate powder into distilled water
8. Vacuum mix dental stone for 30 seconds
9. Vibrate stone into impression
10. Cover all tissue and border areas with stone
11. Place stone nodules 15-19mm high for retention of second pour
12. Set aside until initial set is reached (8-15 minutes)
13. Weigh stone and measure distilled water for base



14. Trim stone nodules to 15mm (ensure tray is level)
15. Wet first pour with SDS
16. Vacuum mix dental stone for 30 seconds
17. Vibrate some stone around retention nodules
18. Make stone patty on 4x4 sheet of plastic
19. Invert first pour on stone patty
20. Adapt stone around impression
21. Separate impressions from casts
22. Rinse in SDS
23. Trim bases parallel to ridge or occlusal surface (15mm thick)
24. Trim perimeter of casts following the sulcus
25. Trim land area – 3mm from the depth of the sulcus
26. Extend 5mm beyond hamular notch/retromolar pad area (most distal landmark)
27. Soak casts for 30-45 minutes in liquid soap
28. Rinse under running water until all excess soap is removed
29. Gently buff the surface with dry cloth, paper towels or dry chamois until a high gloss is achieved
30. Write patient's name on heel of cast in indelible ink

**MODULE 1-11B POUR, TRIM AND POLISH DIAGNOSTIC CASTS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to pour, trim and polish a maxillary and mandibular cast and satisfactorily perform all tasks without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Ensure alginate impressions were disinfected prior to handling		
2. Measure distilled water and weigh stone		
3. Remove excess water from the impressions		
4. Vacuum mix stone for 30 seconds		
5. Place stone retention nodules		
6. Allow first pour to reach initial set		
7. Trim stone nodules to 15mm height		
8. Wet first pour with SDS		
9. Separate the cast after final set of first pour without fracturing cast		
10. Trim cast correctly		
11. Polish cast correctly		
12. Follow all safety guidelines		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

**MODULE 1-11C CONSTRUCTING CUSTOM IMPRESSION TRAYS****STS TASK REFERENCE:**

7c(16) Fabricate custom trays

TRAINING REFERENCES:

AFP 162-6, Vols. 2/3, *Dental Laboratory Technology* (AFPAM 47-103, pending)
Modern Dental Assistant

EVALUATION INSTRUCTIONS:

Demonstrate how to construct maxillary and mandibular custom impression trays for complete denture and fixed prosthodontic casts. Stress the importance of strength, accuracy, and appearance of the final products. Have the trainee construct impression trays and suggest ways to improve performance. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Acrylic Bur	Acrylic Mixing Spatula
Alginate Separating Medium	Artist Brush
Bard Parker Knife	Baseplate Wax
Bunsen Burner	Disinfectant Solution
Handpiece or Lathe	Mixing Cup
Rubber Gloves	Steam or Ultrasonic Cleaner
Tray Material	Vaseline or Petrolatum
Wax Pencil (Red and Blue)	Wax Spatula



STEPS IN TASK PERFORMANCE:

1. Identify and mark borders of tray on cast
2. If tray will be made without a spacer, blockout undercuts on cast
3. Heat baseplate wax sheet until softened
4. Form softened wax over cast to create spacer
5. Trim excess wax to specified tray design and apply petrolatum
6. Cut out tissue stops in wax spacer IAW dentist's directions
7. Apply separating medium to cast
8. Mix tray material to dough-like consistency
9. Do not handle resin with ungloved hands
10. Form tray material to 3.0 mm thickness on cast
11. Put excess tray material in bowl of cold water
12. Form handle/finger rests from excess tray material
13. Dampen attachment site with monomer and promptly attach handle/finger rests to tray
14. When impression tray reaches initial set and still warm, remove tray from cast
15. Remove wax from tray and cast, as prescribed
16. Finish tray with bur
17. Clean and disinfect tray

**MODULE 1-11C CONSTRUCTING CUSTOM IMPRESSION TRAYS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to construct maxillary and mandibular custom impression trays for complete denture and fixed prosthodontic casts and satisfactorily perform all parts of the task without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Blockout undercuts on casts for custom trays without spacers		
2. Identify border and location of tissue stops		
3. Create wax spacer of the right thickness and properly cut out tissue stops		
4. Properly mix and handle tray material		
5. Adapt tray material to cast so custom tray is not too thick or too thin		
6. Position and shape tray handle/finger rests to the dentist's preference		
7. Remove custom tray from cast without damaging tray or cast		
8. Finish tray borders to the desired outline		
9. Clean and disinfect custom tray		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

**MODULE 1-11D OCCLUSAL REGISTRATION****STS TASK REFERENCE:**

7c(17) Make occlusal registrations for mounting study casts

TRAINING REFERENCES:

CDC 4Y051A

Modern Dental Assistant

Year 2000 USAF Infection Control Guidelines

EVALUATION INSTRUCTIONS:

Demonstrate how to make an occlusal registration for study models. Have the trainee take an occlusal registration, and suggest ways to improve performance. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Impression Material

Extruder Gun

Disinfection Solution

4x4 Gauze

Dental Mouth Mirror

Personal Protective Equipment (PPE)

Patient Napkin and Clamp

STEPS IN TASK PERFORMANCE:

1. Gather necessary materials.
2. Drape patient napkin around patient's neck and secure with napkin clamps
3. Provide patient with eye protection for all procedures
4. Brief patient of procedure (proper occlusion)
5. Position the patient in the upright position for impression
6. Inform the patient to open their mouth
7. Mix impression material using the extruder gun IAW manufacture's instructions
8. Extrude material onto the occlusal surface of the mandibular teeth
9. Instruct the patient to close in proper occlusion
10. Allow impression material to set IAW manufacturer's instructions
11. After material has set, remove impression material and check for accuracy
12. Rinse and clean impression with sprinkling of dental stone under running water
13. Spray (avoid mist) impression with disinfectant
14. Place in a labeled, sealed plastic dental bag
15. Transport to dental laboratory

**MODULE 1-11D OCCLUSAL REGISTRATION****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to make an occlusal registration, and satisfactorily perform all tasks without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Instruct patient and obtain proper occlusion for study models		
2. Mix and use impression materials properly		
3. Rinse and clean impression materials IAW infection control guidelines		
4. Follow all safety guidelines		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

**MODULE 1-11E FABRICATING INTERIM CROWNS AND FIXED PARTIAL DENTURES****STS TASK REFERENCE:**

7c(19) Fabricate interim restorations

TRAINING REFERENCES:

AFP 162-6, Vol. 3, *Dental Laboratory Technology* (AFPAM 47-103, pending)
Modern Dental Assistant

EVALUATION INSTRUCTIONS:

Typically, when dental laboratory personnel fabricate interim restorations, they only make the stent and process the acrylic resin. The restoration is then completed chairside by the dentist. Demonstrate how to construct a stent and process the resin for interim crowns and fixed partial dentures. Ensure tooth contours are corrected and edentulous spaces are filled before fabricating a matrix. Have the trainee construct a stent and process the resin for interim crowns and fixed partial dentures and suggest ways to improve performance. After the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Acrylic Resin
Cast Trimmer
Disinfectant Solution
Inlay Wax
Pencil
Pressure Pot
Separating Medium
Spatula
Tooth-Shade Acrylic
Vacuum Mixer

Bard Parker
Dental Stone
Duplicating Material
Mixing Container
Polishing Compound
Rubber Bands
Small Artist Brush
Stent Material
Vacuum Former
Vacuum Mixing Bowl

**STEPS IN TASK PERFORMANCE:**

1. If cast has an edentulous area in the area to be restored, fit denture tooth into occlusion
2. Build up normal contours with wax or acrylic resin if target tooth has abnormality (fractured cusp)
3. Duplicate master cast for vacuum forming the stent material, if needed
4. Fabricate matrix on cast using stent material and vacuum former unit
5. Cut stent material to include tooth to be restored and one adjacent tooth on each side
6. Remove matrix from diagnostic cast
7. Disinfect impression of prepared teeth received from dentist
8. Fabricate working cast
9. Apply separating medium to working cast
10. Mix appropriate tooth-shaded acrylic in dappen dish
11. Pour thin stream of tooth-shaded acrylic into matrix with no bubbles
12. Invert matrix onto working cast
13. Secure matrix gently to cast using rubber band
14. Cure restoration in pressure pot filled with 115 °F water for 30 minutes at 20 psi
15. Remove matrix and separate restoration from cast
16. Remove excess acrylic from adjacent teeth using Bard Parker
17. Finish and polish axial contours, avoid over-finishing interproximal contact areas
18. Disinfect restoration and return to dentist for placement

**MODULE 1-11E FABRICATING INTERIM CROWNS AND FIXED PARTIAL DENTURES****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to fabricate interim restorations and satisfactorily perform all parts of the task without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Establish desired contours on the cast before fabricating the matrix		
2. Fabricate an accurate matrix		
3. Fabricate an accurate working cast of prepared teeth		
4. Process acrylic resin without porosity		
5. Trim and polish restoration to proper contour		
6. Disinfect restoration		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 1-11F POLISH REMOVABLE APPLIANCES

STS TASK REFERENCE:

7c(18) Clean and polish removable appliances

TRAINING REFERENCES:

CDC 4Y051A

AFP 162-6, Vol 2, *Dental Laboratory Technology*

EVALUATION INSTRUCTIONS:

Demonstrate how to polish a removable appliance. Have the trainee polish a removable appliance, and suggest ways to improve performance. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Bench Lathe	Disinfectant Solution
Personal Protective Equipment	Polishing Compound
Polishing Lathe	Pumice
Rag Wheels	Safety Glasses
Ultrasonic Cleaner	

STEPS IN TASK PERFORMANCE:

1. Disinfect a removable appliance IAW dental laboratory procedures
2. Remove scratches using polishing lathe with wet rag wheel and pumice
3. Rinse appliance under running water to remove excess pumice
4. Polish appliance with polishing compound using rag wheel
5. Place appliance in ultrasonic cleaner after polishing to remove polishing compound
6. Disinfect appliance, store in a humid environment

**MODULE 1-11F POLISH REMOVABLE APPLIANCES****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to polish a removable appliance and satisfactorily perform all tasks without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Follow all infection control and safety guidelines		
2. Wear appropriate personal protective equipment		
3. Disinfect appliance before polishing		
4. Polish the appliance, producing a smooth, hygienic surface		
5. Clean, disinfect, and store the appliance after polishing		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 1-12 STORING DANGEROUS/FLAMMABLE MATERIALS IN THE DTR****STS TASK REFERENCE:**

11f(2)(b) Store dangerous/flammable materials

TRAINING REFERENCES:

CDC 4Y051A

Manufacturer's Instructions

Material Safety Data Sheets (MSDS)

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Operating Instructions

Dangerous/Flammable Items and Materials

STEPS IN TASK PERFORMANCE:

1. Store flammable materials away from heat sources/open flames
2. Turn in unused flammable items to dental supply for proper storage in flammable cabinet



MODULE 1-12 STORING DANGEROUS/FLAMMABLE MATERIALS IN THE DTR

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Store flammable materials away from heat sources/open flames		
2. Turn in unused flammable items to dental supply		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 1-13 STORING SHARP DISPOSABLE ITEMS IN THE DTR AND TURN IN TO SUPPLY

STS TASK REFERENCE:

11f(3) Store/turn-in disposable items for destruction such as needles, blades and syringes

TRAINING REFERENCES:

CDC 4Y051A

AFI 44-108, *Infection Control Program*

AFI 47-101, *Managing Air Force Dental Services*

Year 2000 USAF Infection Control Guidelines

Local Instructions

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Sharps Container

STEPS IN TASK PERFORMANCE:

1. Identify potential sharps during procedure, including ortho wires, endodontic files, carpules, and removed retainers
2. Place all disposable sharps in plastic sharps container located in DTR
3. Fill sharps container to no more than two-thirds capacity
4. Inspect sharps container to ensure no sharps' edges or surfaces protrude from container
5. Seal sharps container prior to transfer to disposal area
6. Transport to authorized sharps disposal area



**MODULE 1-13 STORING SHARP DISPOSABLE ITEMS IN THE DTR AND TURN IN TO
SUPPLY**

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Place all disposable sharps into sharps container within DTR in sharps		
2. Prepare container for turn-in when filled to 2/3 capacity		
3. Seal sharps container prior to transfer to disposal area		
4. Turn-in sharps container to designated authority		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



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Dental Assistant Qualification Training Progress Record

Rank/Name _____

(Circle One)

Qualification Upgrade Training to: **5-Skill Level** **7-Skill Level**

<i>Volume 1. Basic Skills</i>					
<i>Core Task</i>	<i>Module Number</i>	<i>Page Number</i>	<i>Module Title</i>	<i>Date Completed</i>	<i>Trainer's Initials</i>
⑤	1	1	Performing Dental Equipment User Maintenance		
⑤	2	14	Practicing Clinical Hygiene		
⑤ ⑦	3	20	Performing Sterilization Procedures		
⑤ ⑦	4	32	Evaluating Patients for Contraindications		
⑤	5	35	Assembling & Disassembling an Anesthetic Syringe		
⑤	6	38	Preparing a Matrix		
⑤	7	40	Performing Four-handed Dentistry Techniques		
⑤	8	42	Placing and Removing a Rubber Dam		
⑤	9	45	Maintaining a Treatment Site		
⑤	10	48	Maintaining Materials and Instruments in the DTR		
⑤	11	52	Laboratory Procedures		
⑤ ⑦	12	68	Storing Dangerous/Flammable Materials in the DTR		
⑤ ⑦	13	70	Storing and Discarding Disposable "Sharps"		



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MEMORANDUM FOR 381 TRS/XWAA (CDC Manager)
 917 Missile Rd
 Sheppard AFB TX 76311-2246

FROM:

SUBJECT: Qualification Training Package Improvement

1. Identify volume and module.

Volume # _____

Module # and title _____

2. Identify improvement/correction section(s)

_____ STS Task Reference
_____ Training Reference
_____ Evaluation Instructions
_____ Performance Resources
_____ Steps in Task Performance

_____ Performance Checklist
_____ Feedback
_____ Format
_____ Other

3. Recommended changes--use a continuation sheet if necessary.

4. You may choose to call in your recommendations to DSN 736-6960 or FAX DSN/Commercial 736-6928 or (817) 676-6928.

5. Thank you for your time and interest.

YOUR NAME, RANK, USAF
Title/Position